

City of Fort Wayne
Request for Proposals No: 11723CE
Posting Date: 04/21/2008

Request for Proposal Notification

Project Location: Wayne Trace from McKee Street to Oxford Street in City of Fort Wayne, Allen County

Response Due Date and Time: 05/20/2008 and no later than 05:00 PM (EDST)

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a Letter of Interest (LoI) and other documents from firms qualified to perform engineering work on Federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: *David G. Ross, P.E.*
 City Engineer, Fort Wayne
 (260) 427-1172

Submittal Requirements:

1. Five (5) Copies – Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

Submit To: *Clerk of the Board of Public Works*
 City County Building, Room 420
 One Main Street
 Fort Wayne, IN 46802.

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI):

A. General Instructions for preparing and submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Signed scanned documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8½" x 11" pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received no later than "Response Due Date and Time" as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub-consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub-consultant. A listing of certified DBE's eligible to be considered for selection of prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. Key Staff and Project Approach

- a. List the Project Manager and other key staff members, including key sub-consultant staff and include the percent of time the Project Manager will be committed for the contract, if selected. Include project engineers for important

disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services as related to your firm's qualifications.

Requirements for Affirmative Action Certification:

A completed Affirmative Action Certification form is required for ALL items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to sub-contract. Include the contract participation percentage of each DBE and list what the DBE will be sub-contracted to perform on the Affirmative Action Certification Form.

Copies of DBE certifications, as issued by INDOT, for each firm listed, are to be included as additional pages after the form. If the consultant does not meet the DBE goal, the consultant must provide documentation on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE Program based on any goals set, and complete the DBE Affirmative Action Certification Form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If the DBE goal is set at zero percent (0%) (i.e. no goal is set) then the Affirmative Action Certification Form is not required. Indiana Department of Transportation's (INDOT) DBE Program information is available at the INDOT website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the following INDOT website:
http://www.in.gov/dot/div/legal/DBE/dbe_list.xls.

DBE sub-contracting goals apply to ALL lead submitting consultants, regardless of the lead's DBE status.

Work Item Details

Local Public Agency Name *Board of Public Works, City of Fort Wayne*

Project Location: *Wayne Trace between Oxford Street and McKee Street.*

INDOT District: *Fort Wayne District*

INDOT DES No: *0201064*

Project Phases Included: *Construction Inspection*

Project Description: *Project involves the reconstruction and widening of Wayne Trace between Oxford Street and McKee Street. Two travel lanes and a center two-way-left-turn-lane will be provided to replace the existing two-lane section along with a new storm sewer. New sidewalk will be provided on the east side of the road only. New street lighting will also be provided.*

Estimated Construction Cost: *\$1,850,000*

Funding: *STP Funds (80/20)*

Term of Contract: *Start Date: Project letting (Scheduled for August '08)
End Date: Completion of final records
Project is anticipated to be completed in one season.*

DBE Goal: *3%*

Required Prequalification Categories (Combination of Prime and Sub-Consultants):

13.1 – Construction Inspection

Notes:

The City of Fort Wayne desires to have the Resident Project Representative and support staff live less than 50 miles of the project limits and not be paid living cost per diem.

The City of Fort Wayne reserves the right to interview the top three highest scoring firms if necessary. In the event that this happens, all interviewed consultants will be rescored using the same scoring form attached.

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. 11723CE

DES No: 0201064

Consultant Name: _____ Services Description: Construction Inspection

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance Evaluation score averages from historical performance data ⁽¹⁾ .				
	Quality score for similar work from performance database.			12	
	Schedule score from performance database.			7	
	Responsiveness score from performance database.			7	
Project Manager	Predicted ability to manage project, based on: experience in size, complexity, type, sub consultants and documentation skills.			15	
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown on resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project understanding and innovation that gives the City of Fort Wayne cost and/or time savings.			20	
	High level of understanding and viable innovative ideas proposed.	2			
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Capacity of Team to do Work	Evaluation of the Team's personnel and equipment to perform the project on time.			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet the schedule	0			
	Insufficient available capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.			5	
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Location	Location of assigned staff office relative to project.			5	
	Within 50 miles	1			
	51 to 150 miles	0			
	151 to 500 miles	-1			
	Greater than 500 miles	-2			
	(Maximum 5% overall weighting for location criteria)				
				Weighted sub-total	

⁽¹⁾ LPA must contact INDOT for past performance

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

Request for Proposals No. _____

Item No. _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dot/div/legal/DBE/dbe_list.xls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): _____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company: _____

By: _____ Date: _____